

CONFIDENTIAL

Chief, Management Staff

3 May 1957

Chief, Records Management Staff

Weekly Report - Week ending 1 May 1957

1. Contributions

a. Tangible

- (1) Seven new and revised forms completed; one form eliminated.
- (2) Prepared an article for the Support Bullentin on Reports Management.
- (3) A revision was made in the Records Control schedule for OTR providing for more timely disposition of certain of their records.
- (4) The Records Center received 21 1/2 cubic feet of inactive records; 70 cubic feet were transferred or destroyed by the Center.

b. Intangible

None

2. Assignments (Active)

- a. Records Disposition Survey, OCR - all schedules in process of coordination.
- b. Thirty-four new and revised forms in process.
- c. Records Management Survey, Stock Management and Requirements Section of Logistics Office - a central file system is being installed; all files have been screened and consolidated.
- d. Review of requisitions for new filing equipment.
- e. Installation of filing system, OSI, Guided Missiles Division.
- f. Use of Shelf Filing, Office of Security - further developing floor plan.

CONFIDENTIAL

CONFIDENTIAL

- g. Use of Shelf Filing, Biographic Register - bids for equipment ordered 2nd of May.
- h. Use of Shelf Filing, Industrial Register - agreement has been reached to test one unit of shelving.
- i. Use of Shelf Filing, Logistics Office - assisting Area Records Officer in preparing a floor plan providing for centralization of twenty-eight 5-drawer filing cabinets and the use of one unit of steel shelving on a test basis.


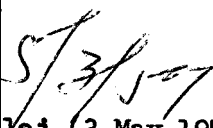

3. Assignments (Inactive)

Records Disposition Survey Commission Staff - awaiting for further information from SSA/DPS in order to complete project.

4. News

- a. Two member of this staff attended the Annual Conference of Records Management of the Atomic Energy Commission.
- b. Records Management Staff personnel spent 5.8% of available time during April in OTR conducted training courses. On-the-job training and the Management Lecture Series brought the total time credited to training up to 12% for the Records Management Staff.
- c. Colonel White and Mr. Houston visited the Records Center.

25X1

MgtS/RM   
lej (3 May 1957)

25X1

CONFIDENTIAL